UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

COVER SHEET FOR AMENDMENTS

CASE NAME: _____

CASE NUMBER: _____

The enclosed documents amend the matrix, schedules and/or list of creditors previously filed in this case. Please check the appropriate boxes:

The purpose of this amendment is to:

[ ]   Add creditors. How many?_____

[ ]   Correct the addresses of creditors already listed on the schedules and matrix previously filed. (Use back of this form)

[ ]   File new schedules because the case has been converted to another chapter and amendments are required by the court rules.

[ ]   Other (please explain)_____

_____

THE FOLLOWING DOCUMENTS ARE ATTACHED:

[ ]   **$26.00 AMENDMENT FEE**. This fee is required whenever you add creditors to a case, unless the fee is waived by the judge. (See 28 U.S.C. 1930 (a)). The fee is not required when correcting addresses of previously listed creditors. It is not required when new schedules are filed in a converted case.

[ ]   AMENDED SCHEDULES AND LIST OF CREDITORS. Send the <u>original and as many copies as are required by Local Bankruptcy Rule 1007.1</u>. Schedules must be verified by the debtor(s).

[ ]   MATRIX. Send a matrix in the new format, **listing only the amended creditors being added**. Please do not send a matrix adding creditors to a case unless you also send the amended schedules. Do not send a new matrix to correct an address – use the back of this form. The creditor matrix must adhere to the form required by the Clerk. Effective July 9, 2003, the Clerk's Office will **only** accept creditor matrices on diskette. The customer should save the matrix to disk in ASCII format, as a TXT file. The matrix should be saved on disk with a file name of the debtor's last name and first initial (i.e. SmithK.txt). The verification of matrix is still required and must be submitted in hard copy along with the disk containing the matrix file. A Verification of Matrix form must be signed by the attorney preparing the matrix. (DO NOT SIGN THE ACTUAL MATRIX.)

<u>NOTE</u>: BR 1009 requires the attorney amending such pleadings to notify parties affected by the amendments.

CORRECTIONS TO MAILING MATRIX

Use this form to <u>make</u> <u>corrections</u> to the <u>names</u> and <u>addresses</u> of any creditors or parties in interest who are listed on the current matrix of the case. You may also delete names from the matrix by using this form.

*** **DO NOT USE THIS FORM TO <u>ADD</u> NEW CREDITORS TO THIS CASE.** ***

<u>NAME OF CREDITOR</u> (As it now appears) _____

Previous address: _____
Please change to _____
the following: _____
_____

<u>NAME OF CREDITOR</u> (As it now appears) _____

Previous address: _____
Please change to _____
the following: _____
_____

<u>NAME OF CREDITOR</u> (As it now appears) _____

Previous address: _____
Please change to _____
the following: _____
_____

SIGNED:_____

<u>IF YOU HAVE MORE CHANGES JUST COPY THIS SHEET AND KEEP TYPING</u>

(amendform)
Rev11/01/2003